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***HR Handbook Update No. 2012 – 0011***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: HR Handbook Update – Update to Rule 6.31 Pay for Employees appointed at Range Minimum**

**Issue Date: July 2, 2012**

This is to advise agencies that the following sections of the HR Handbook have been updated in accordance with the implementation of Rule 6.31 effective July 1, 2012:

- *HR Handbook/Chapter 6-Pay Issues/Paying the Civil Service Employee-Optional Rules/Pay for Employees Appointed at Range Minimum-Rule 6.31*
- *HR Handbook/Chapter 6-Pay Issues/Sample Policies:*
  - *Pay for Employees Appointed at Range Minimum (Full Use)*
  - *Pay for Employees Appointed at Range Minimum (Restricted Use)*

The purpose of Rule 6.31 is to provide an appointing authority with an optional recruitment and retention tool for employees appointed at the minimum of the pay range in the following types of appointments:

- Job Appointments
- Probational Appointments
- Promotional Appointments

Rule 6.31 allows an appointing authority the ability to grant a 2% base pay increase to an employee who was appointed at the minimum of the pay range and has served at least six months in such appointment. Payment may only be granted within the first twelve months of the effective date of the employee's appointment. The employee shall be serving in the same appointment that made him eligible for Rule 6.31 on the date the payment is granted. All payments shall be made prospectively.

Employees appointed under Civil Service Rule 6.5 (b), Special Entrance Rates, are not eligible for payment under Rule 6.31.

In order to ensure uniform application to all employees in the same job title who are appointed at the minimum of the pay range, agencies must have a posted policy in effect prior to granting payments under this rule. Based on rational business reasons, agencies may choose to limit the use of Rule 6.31 to individual types of appointments mentioned above, job titles, or work locations. Rational business reasons must be stated in the agency's policy.

A copy of the agency policy shall be forwarded to Compensation Division prior to implementation.

***NOTE: The effective date of this rule is July 1, 2012. Implementation of this rule is prospective. Only employees appointed July 1, 2012 and after are eligible for payment under Rule 6.31.***

If you have any questions regarding this update, please contact your Compensation Consultant at 225.342.8083.

Sincerely,

s/Shannon S. Templet  
Director